



Naxos Music Library

Playlist User Guide for Institutions

User Guide Update Date: March 2, 2010

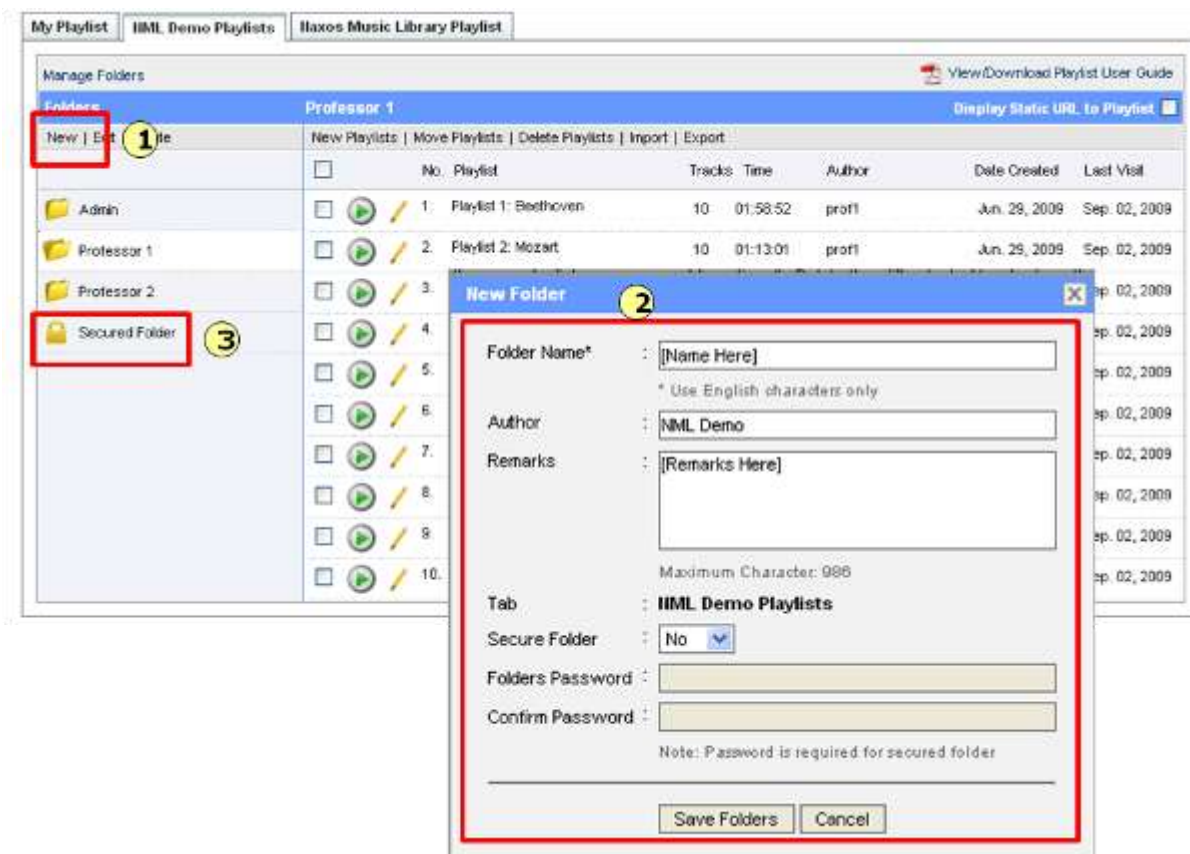


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To Create Folders

- Click on Playlist menu.



1. Under the selected **Tab** (My Playlists/Institution Playlist), Click on **New**.

Note:

New is enabled on tabs accessible by users (i.e. Only Administrators and Professors are allowed to create playlist in the the Institution tab; Only Naxos staff can create playlist in NML; etc.)

2. On the Create Playlist Folder popup screen, define Folder details.

You may secure your folders by defining password to access them. Just select **Yes** on **Secure Folder** and define and confirm your password.

Note:

In case you forget your password for the secured folders, please contact your Administrators. They can unsecure a folder or change the password for you.

3. All password protected folder will have a **lock icon** beside the name. To unlock it, just click on the name and enter the password on the prompt screen.

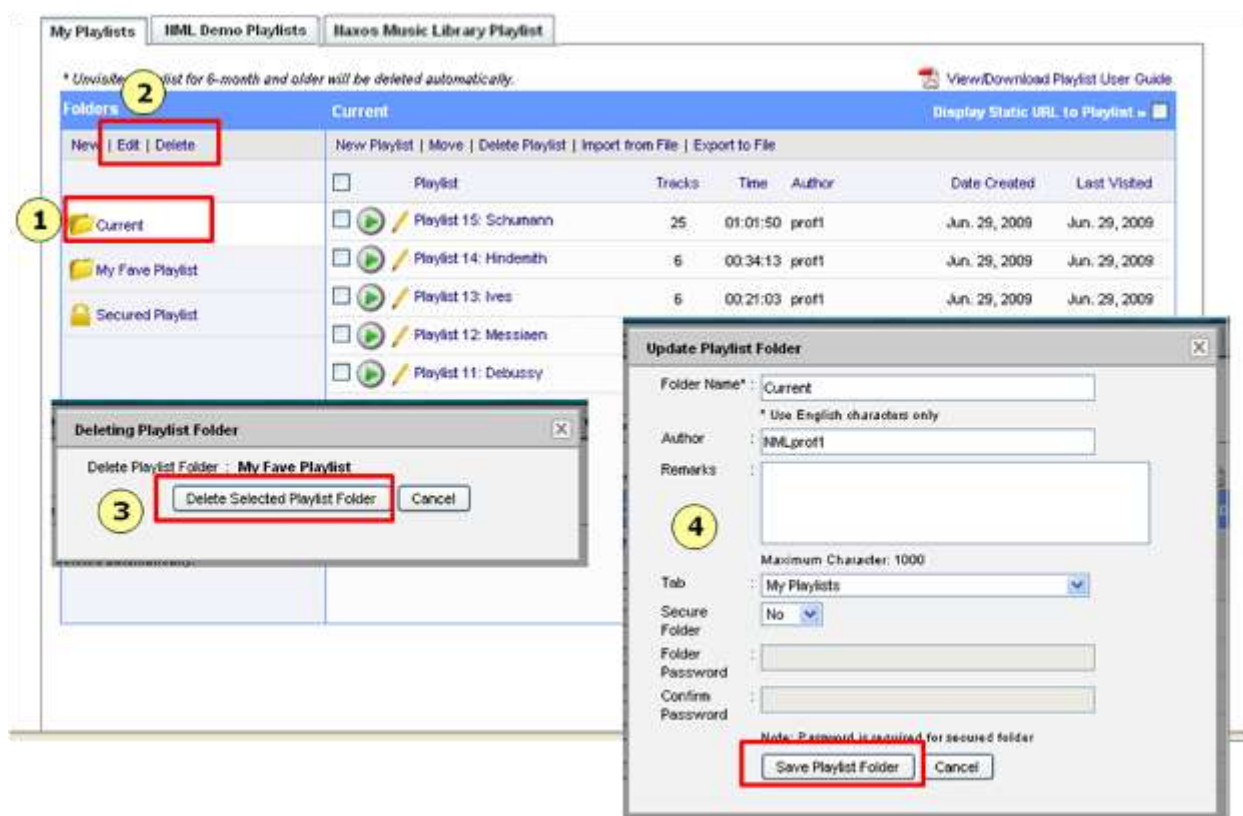
Note:

Current is the default folder in your '**My Playlists**' and '**Institution Name Playlists**' tabs.

The owner/creator (Author) may change the folder name.

Folders can be used to group playlists.

To Edit or Delete Folders



1. Highlight the Folder to be edited or deleted.
2. Click on **Edit** or **Delete**.
3. On the delete popup screen, click on Delete All Playlist button to confirm.
4. On the edit popup screen, update fields accordingly and click on **Save**.

Note:

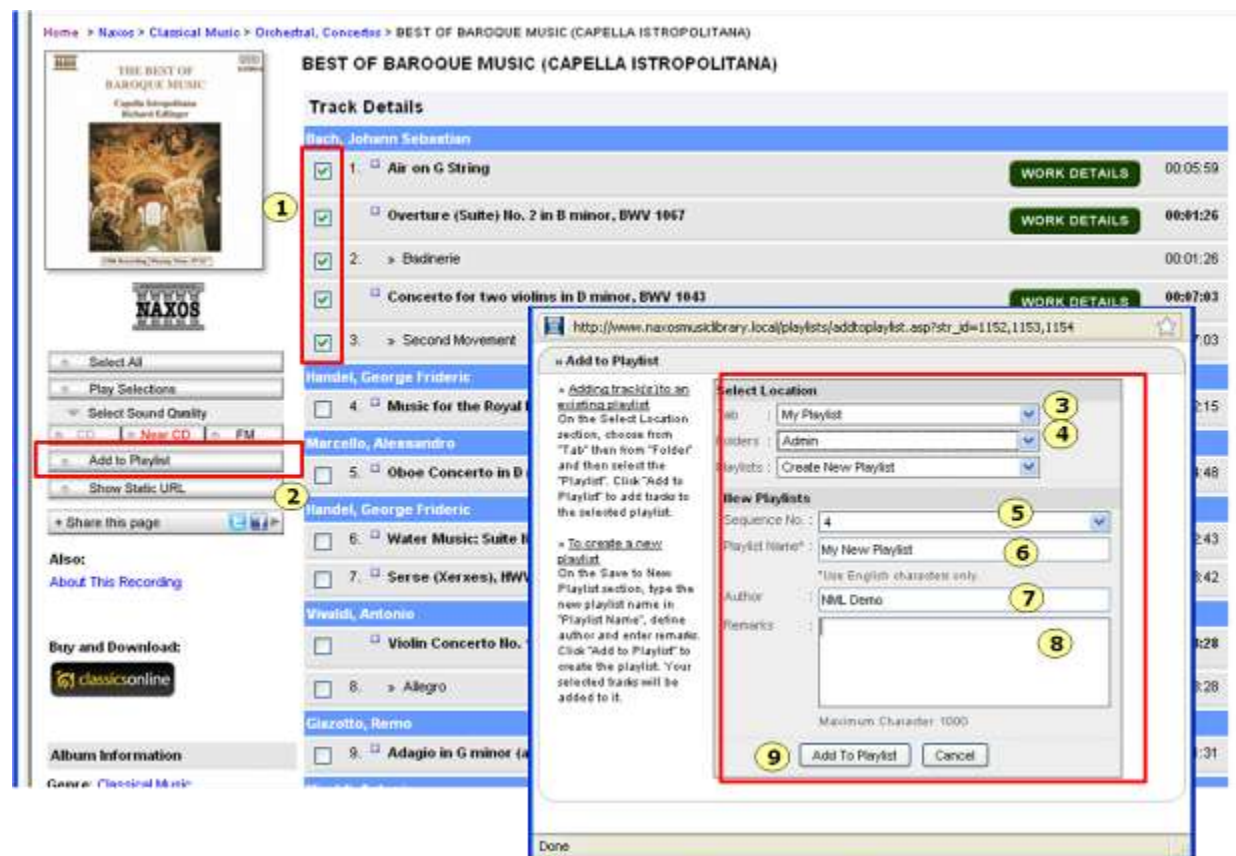
Delete folder function will delete all the playlist under the folder. You cannot undo this process. Please ensure that your selection is correct, otherwise, you have to re-create all the playlists.

Folders can be edited and deleted by their creators.

Administrators have rights to edit or delete Folders of Professors in the Institution tab.

To Create New Playlist

- In CD page:



1. Select the tracks you want to add to the playlist by ticking on the checkbox beside the track names.
2. Click on the **Add to Playlist** button to add the selected tracks to the playlist.

In the *Select Location* section:

3. Select **tab** which either be 'My Playlist', your personal private folder or 'Institution Name Playlist', your institution's public folder.
4. Select the **folder** group you want to add the playlist to. To create new folders please refer to '**To Create Folders**'.

In the *New Playlist* section:

5. Accept the default **Sequence No** or select from the list. This field is used to sort the playlist within a folder.
6. Enter **Playlist name**.
7. Indicate your name as **Author** of the playlist. The default will be your NML member account name.
8. Enter **Remarks**. This could be used to indicate playlist description.

9. Click on **Add To Playlist** button to save.

Note:

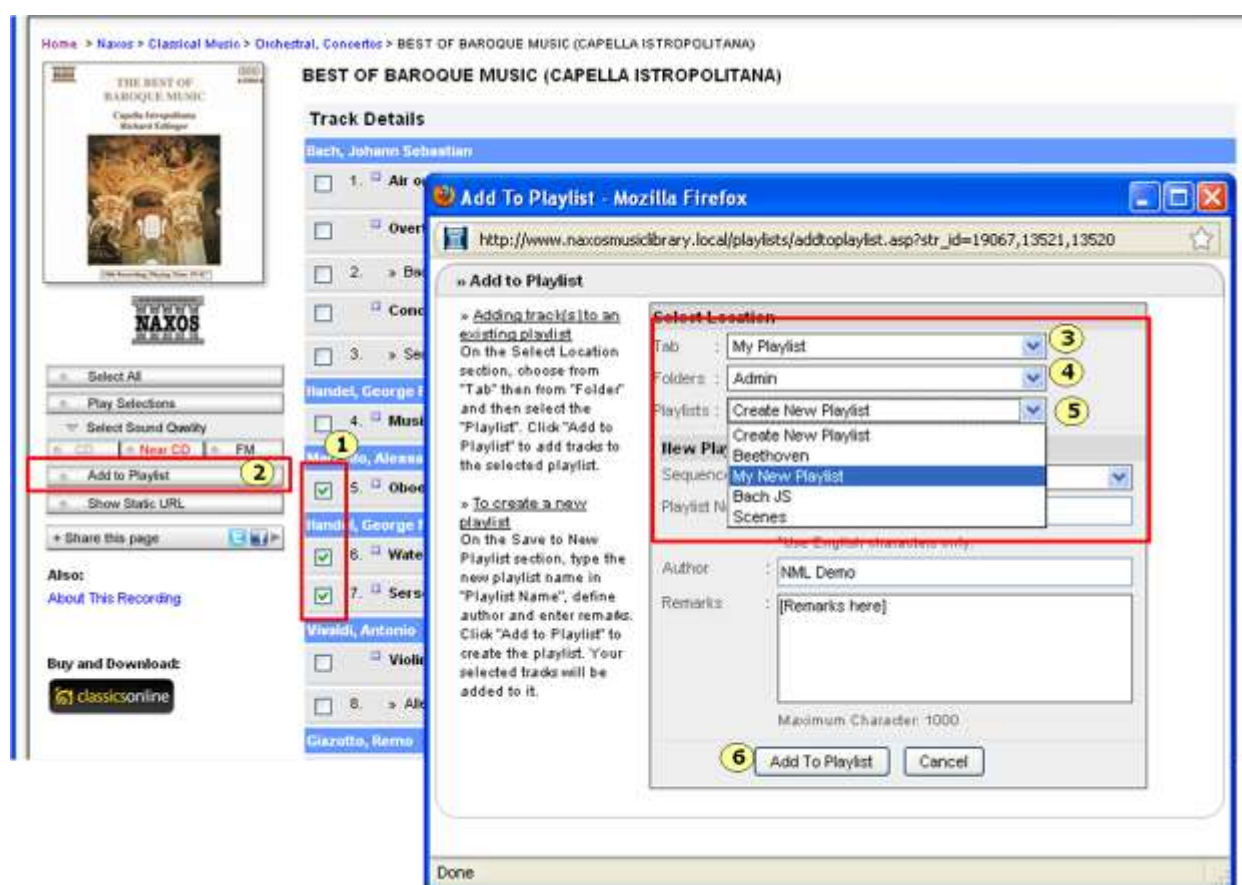
The maximum number of tracks allowed for a playlist is 60.
The maximum number of playing time allowed for a playlist is 4 hours.

Owners/Creators of Folders can add playlist to them.

Administrators can only create playlists name to Professors' Folders in the Institution tab. They are not allowed to add tracks to Professors' Playlists.

Add Tracks to Existing Playlist

- In CD page



1. Select the tracks you want to add to the playlist by ticking on the checkbox beside the track names.
2. Click on the **Add to Playlist** button to add the selected tracks to the playlist.

In the *Select Location* section:

3. Select **tab** which either be 'My Playlist', your personal folder or 'Institution Name Playlist', your institution's public folder.
4. Select the **folder** group you want to add the playlist to.
5. Select playlist name from the dropdown.
6. Click on **Add To Playlist** button to save.

Note:

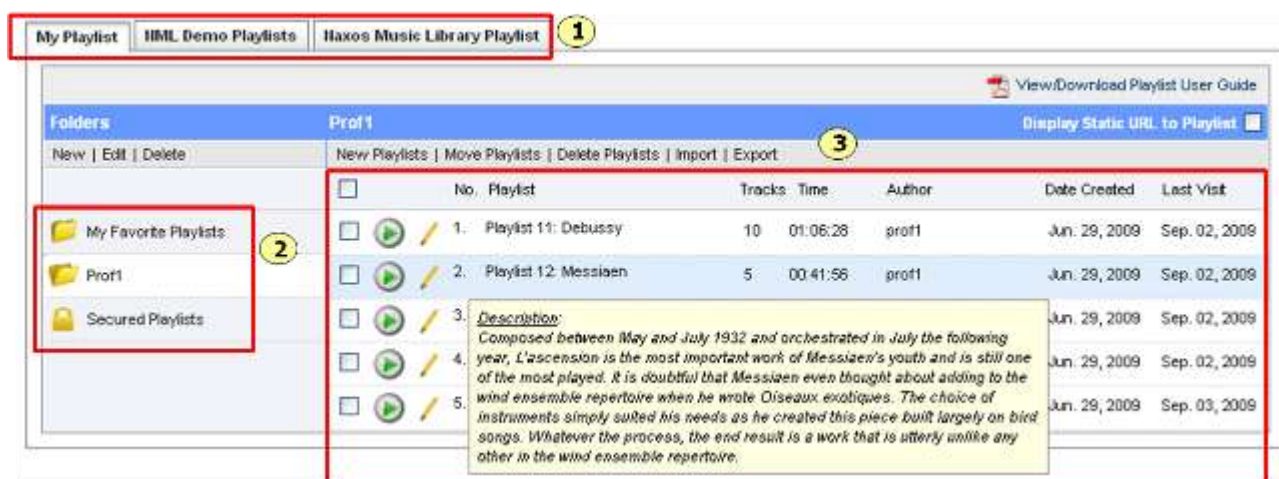
*The maximum number of tracks allowed for a playlist is 60.
The maximum number of playing time allowed for a playlist is 4 hours.*

Owners/Creators of Folders can add playlist to them.

Administrators are not allowed to add tracks to Professors' Playlists.

To View Playlists

- Click on menu: **Playlist**

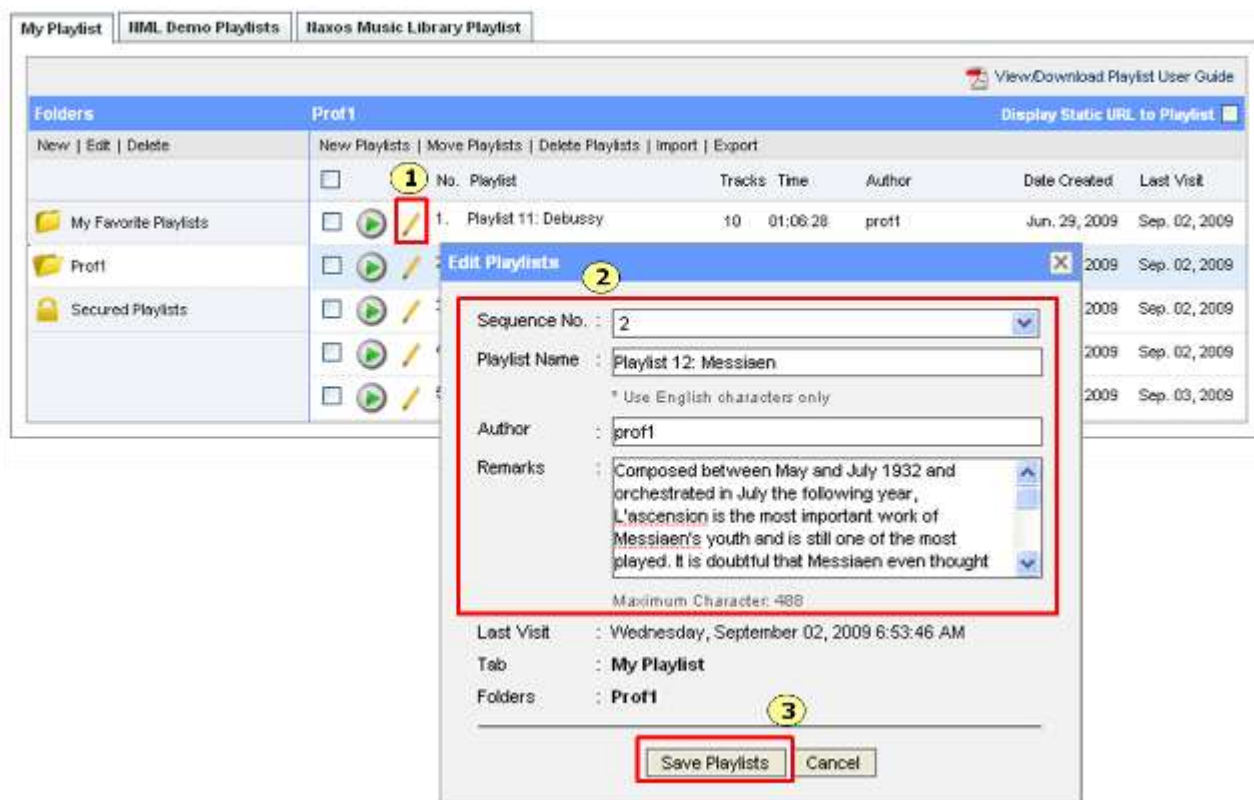


No.	Playlist	Tracks	Time	Author	Date Created	Last Visit
1.	Playlist 11: Debussy	10	01:06:28	prof1	Jun. 29, 2009	Sep. 02, 2009
2.	Playlist 12: Messiaen	5	00:41:56	prof1	Jun. 29, 2009	Sep. 02, 2009
3.	Description:				Jun. 29, 2009	Sep. 02, 2009
4.	Composed between May and July 1932 and orchestrated in July the following year, L'ascension is the most important work of Messiaen's youth and is still one of the most played. It is doubtful that Messiaen even thought about adding to the wind ensemble repertoire when he wrote Oiseaux exotiques. The choice of instruments simply suited his needs as he created this piece built largely on bird songs. Whatever the process, the end result is a work that is utterly unlike any other in the wind ensemble repertoire.				Jun. 29, 2009	Sep. 02, 2009
5.					Jun. 29, 2009	Sep. 03, 2009

1. Click on **My Playlists** tab to view your created playlists, **Institution Name Playlists** to view playlist created by Administrator/Professor or **Naxos Music Library** to view Naxos created playlists.
2. Select a **Folder** to view.
3. The right section of your screen will show all the playlists under the selected folder. Mouse over the name to view playlist description.

To Edit Playlist Details

- In Folders List View



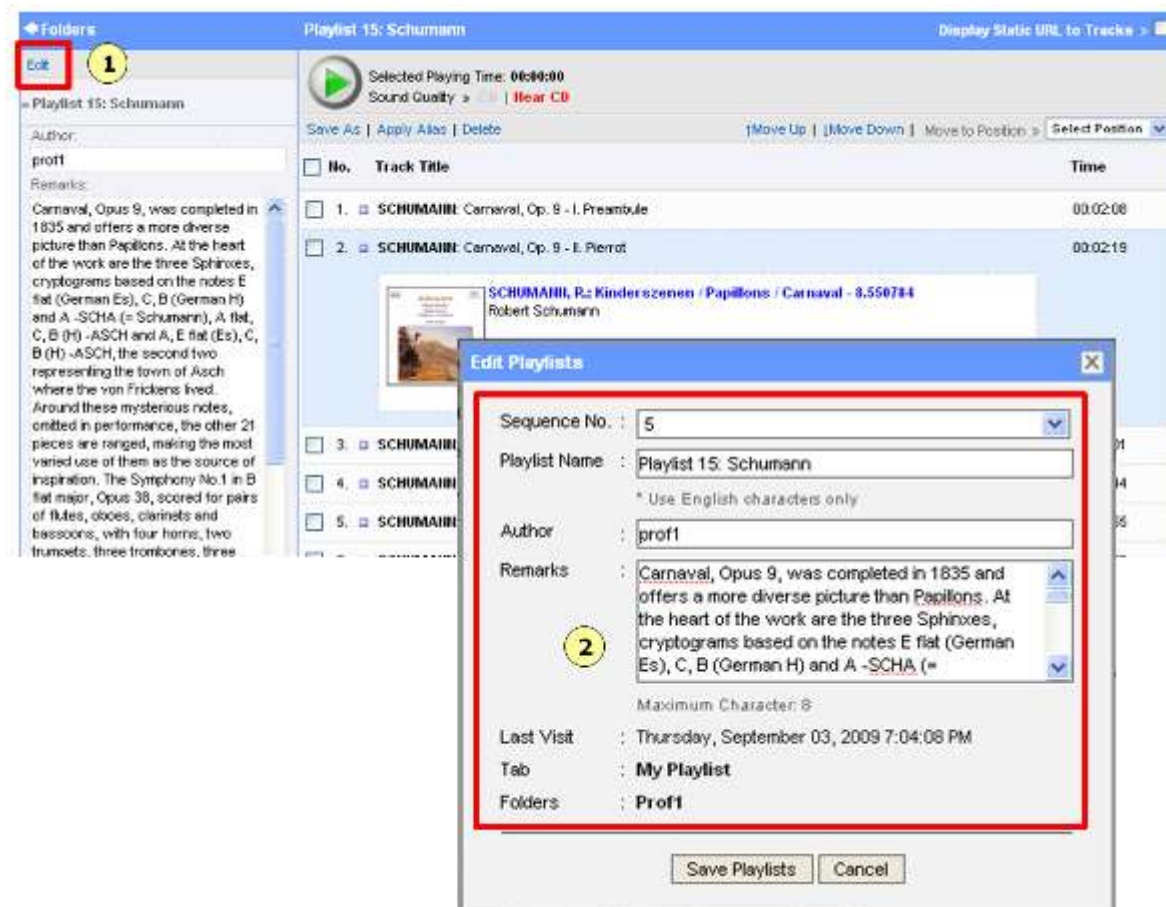
1. Click on the **Pencil icon**.
2. Edit details on the popup screen.
3. Click on **Save Changes** button.

Note:

Folders and Playlist can be edited by their creators.

Administrators have rights to edit or delete Folders created by Professors in the Institution tab.

- **In Tracks List View**



1. Click on **Edit**.
2. Edit details on the popup screen.
3. Click on **Save Changes** button.

To Edit Playlist Track Details

To change display name of track:

1. Select checkbox beside the track name.
2. Click on **Apply Alias**. The Track Alias screen will appear.
3. Change the name on **Alias** field.
4. Click on **Apply Track Alias**.

To delete tracks:

5. Select track to delete. Click on **Delete** link.

To change track position:

6. Select track to move. Change position of tracks by clicking on **Move Up/Down** or **Move to Position**. **Move Up/Down** is used to move single tracks. While the other is used to move multiple tracks.

Note:

Folders and Playlist can be edited by their creators.

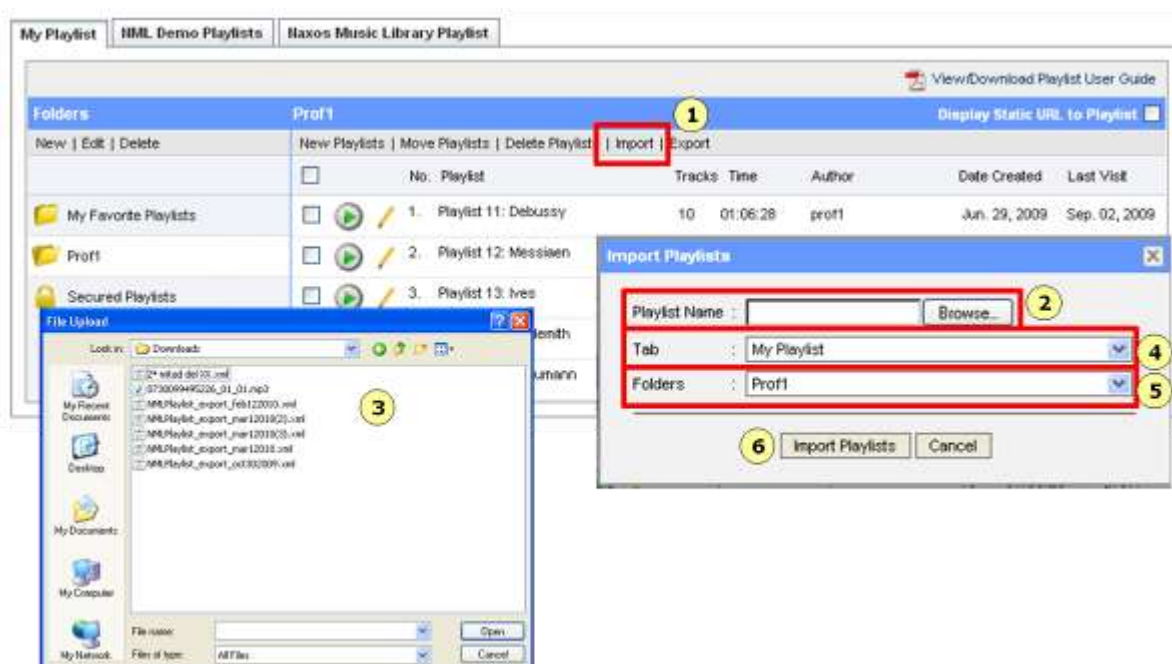
Administrators have rights to edit or delete Playlists and its tracks created by Professors in the Institution tab. But they are not allowed to add tracks to Professors' playlist.

To Import/Export/Delete Playlists

The Import and Export function allows NML users to copy playlists from an account to another account. For example, if you want to copy playlist from an institution's Shared Tab or in Naxos tabs to your individual subscription account, you may export them from the institution account and import to your individual subscription account.

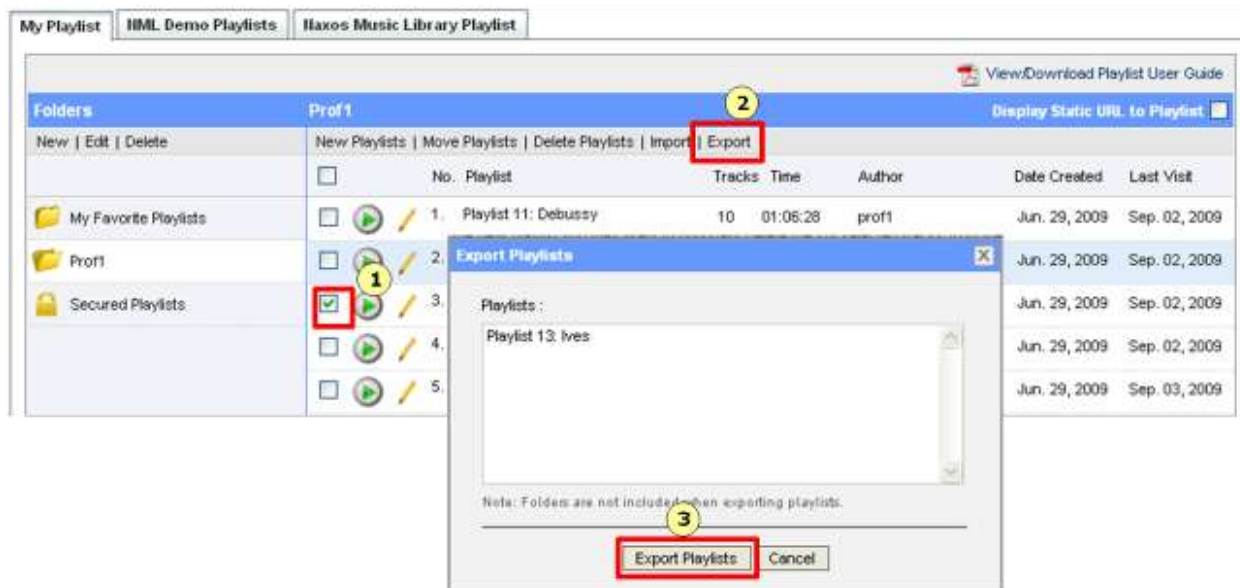
- Click on menu: **Playlist**

• Import Playlist



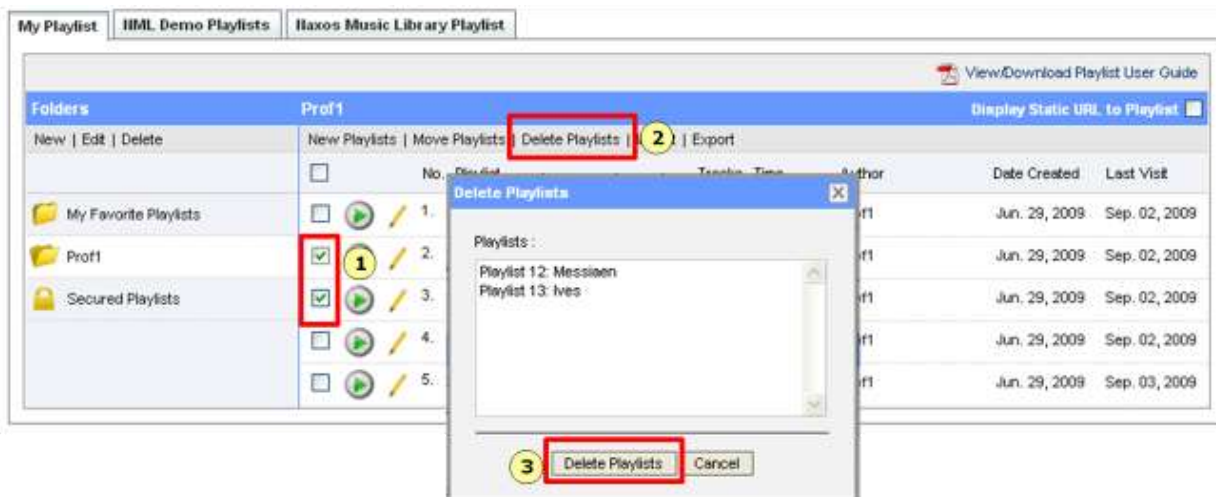
1. Click **Import from File**.
2. On pop-up screen, click **Browse**.
3. Select .XML file to import from appropriate directory.
4. **Tab** will be 'My Playlist' for your private folder or 'Institution Name Playlist' for public folder.
5. **Folder**. Select the folder group you want to import the playlist to.
6. Click **Import Now** button. The imported file will be listed on the screen with a name that begins with 'Imported'.

• Export Playlist



1. Click checkbox to select specific playlist to export.
2. Click **Export to File** button.
3. On pop-up screen, click **Export Now** and **Save** files on your preferred directory.

• Delete Playlist



1. Click checkbox to select specific playlist to delete.
2. Click on **Delete Playlist**.
3. On the popup screen, click on **Delete All Playlist** button to confirm.

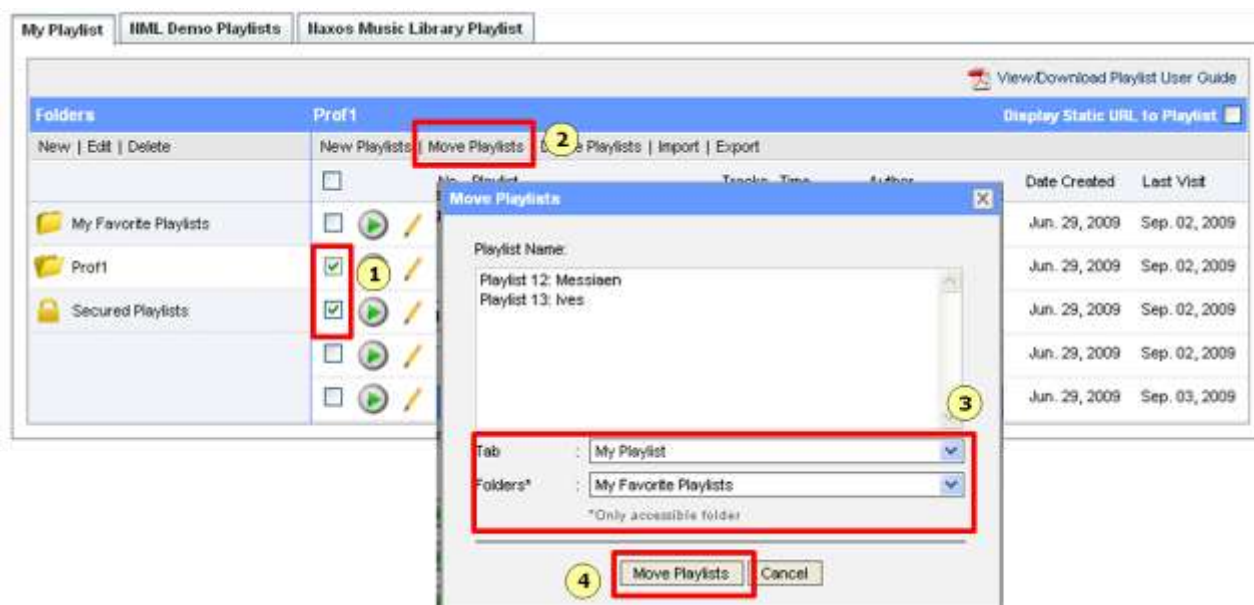
Note:

You cannot un-do the deletion process. Please ensure that your selection is correct, otherwise, you have to re-create the playlist.

To Move a Playlist to Folder/Tab

To share playlists (i.e. display a playlist under their Institutions' Shared Tab for public view), Professors or Administrators must move their playlist from My Playlists Tab to their Institutions' Shared Playlist Tab.

For Administrators, be careful when moving playlist from folder to folder. Please note that the playlist will inherit the creator of the Folder you will move it to.

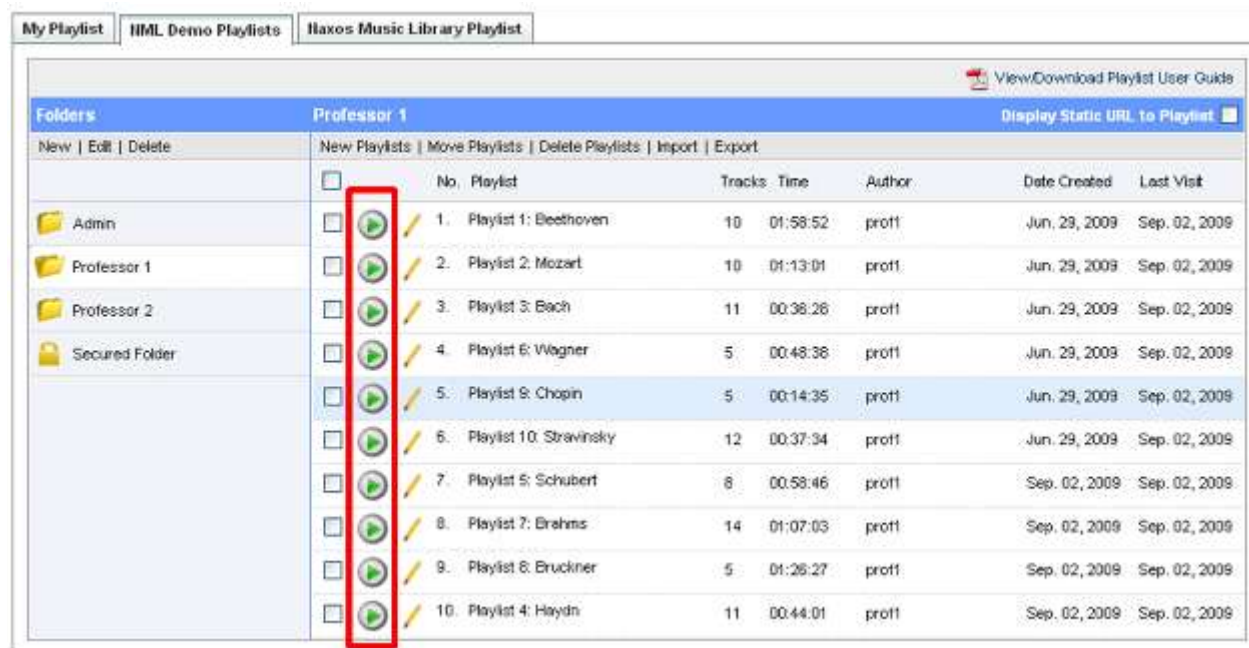


1. Select playlist to move.
2. Click **Move** button.
3. On pop-up screen, select your Institution Name from **tab**. Select the **folder** name you want to move the playlist to. The selection box will only show the folders and tabs that you are allowed to access.
4. Click on **Change Playlist Location** button.

To Stream Playlists

- **From Folder List View**

Click on the Stream button beside the Playlist name.



The screenshot shows the 'My Playlist' tab selected. Under 'HML Demo Playlists', the 'Naxos Music Library Playlist' is active. The 'Folders' section on the left lists 'Admin', 'Professor 1', 'Professor 2', and 'Secured Folder'. The main table displays a list of playlists. A red box highlights the 'Stream' button (a green play icon) next to the first playlist, 'Playlist 1: Beethoven'.

No.	Playlist	Tracks	Time	Author	Date Created	Last Visit
1.	Playlist 1: Beethoven	10	01:58:52	prof1	Jun. 29, 2009	Sep. 02, 2009
2.	Playlist 2: Mozart	10	01:13:01	prof1	Jun. 29, 2009	Sep. 02, 2009
3.	Playlist 3: Bach	11	00:38:26	prof1	Jun. 29, 2009	Sep. 02, 2009
4.	Playlist 6: Wagner	5	00:48:38	prof1	Jun. 29, 2009	Sep. 02, 2009
5.	Playlist 9: Chopin	5	00:14:35	prof1	Jun. 29, 2009	Sep. 02, 2009
6.	Playlist 10: Stravinsky	12	00:37:34	prof1	Jun. 29, 2009	Sep. 02, 2009
7.	Playlist 5: Schubert	8	00:58:46	prof1	Sep. 02, 2009	Sep. 02, 2009
8.	Playlist 7: Brahms	14	01:07:03	prof1	Sep. 02, 2009	Sep. 02, 2009
9.	Playlist 8: Bruckner	5	01:26:27	prof1	Sep. 02, 2009	Sep. 02, 2009
10.	Playlist 4: Haydn	11	00:44:01	prof1	Sep. 02, 2009	Sep. 02, 2009

- **From Track List View**

Click on the Stream button located at the top of the playlist screen.



The screenshot shows the 'Playlist 15: Schumann' screen. A red box highlights the 'Stream' button (a green play icon) at the top of the playlist screen. The interface includes a 'Folders' section on the left, a 'Selected Playing Time' of 00:00:00, and a 'Sound Quality' dropdown set to 'Hear CD'. The main table lists tracks from 'SCHUMANN: Carnaval, Op. 9'.

No.	Track Title	Time
1.	SCHUMANN: Carnaval, Op. 9 - I. Preamble	00:02:08
2.	SCHUMANN: Carnaval, Op. 9 - II. Pierrot	00:02:19
3.	SCHUMANN: Carnaval, Op. 9 - III. Arlequin	00:01:01
4.	SCHUMANN: Carnaval, Op. 9 - IV. Valse noble	00:01:44
5.	SCHUMANN: Carnaval, Op. 9 - V. Bassebois	00:01:55

Note:

The maximum number of tracks allowed for a playlist is 60.

The maximum number of playing time allowed for a playlist is 4 hours.

Other Functions

• Folders View

Playlist Tips 1

It is quite simple to create a new playlist from a subset of the tracks in an another playlist. Select a playlist, check the boxes of the tracks to include in a new playlist and the 3. "Save As" from the top menu section. After creating the new playlist you may want to optionally Delete the still selected tracks from the original playlist.

Auto Pause Next Tip > 2

4 View/Download Playlist User Guide

5 Display Static URL to Playlist

6 7

No.	Playlist	Tracks	Time	Author	Date Created	Last Visit
1.	Playlist 1: Beethoven	10	01:58:52	prof1	Jun. 28, 2009	Sep. 02, 2009
2.	Playlist 2: Mozart	10	01:13:01	prof1	Jun. 28, 2009	Sep. 02, 2009
3.	Playlist 3: Bach	11	00:36:28	prof1	Jun. 28, 2009	Sep. 02, 2009
4.	Playlist 4: Wagner	5	00:48:38	prof1	Jun. 28, 2009	Sep. 02, 2009
5.	!Scarlati, D	68	00:14:35	prof1	Jun. 28, 2009	Sep. 02, 2009
6.	Playlist 10: Stravinsky	12	00:37:34	prof1	Jun. 28, 2009	Sep. 02, 2009
7.	Playlist 5: Schubert	8	00:58:46	prof1	Sep. 02, 2009	Sep. 02, 2009
8.	Playlist 7: Brahms	14	01:07:03	prof1	Sep. 02, 2009	Sep. 02, 2009
9.	Playlist 8: Bruckner	5	01:26:27	prof1	Sep. 02, 2009	Sep. 02, 2009

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1. **Playlist Tips** will display tips on using playlist functionality.
2. The **Auto/Pause/Next Tip** allows user to navigate on playlist tips.
3. **Collapse Tips** will hide the tips.
4. Click on **View/Download Playlist User Guide** to download PDF file for reference.
5. Click on **Display Static URL to Playlist** button to view static URLs.

Note:

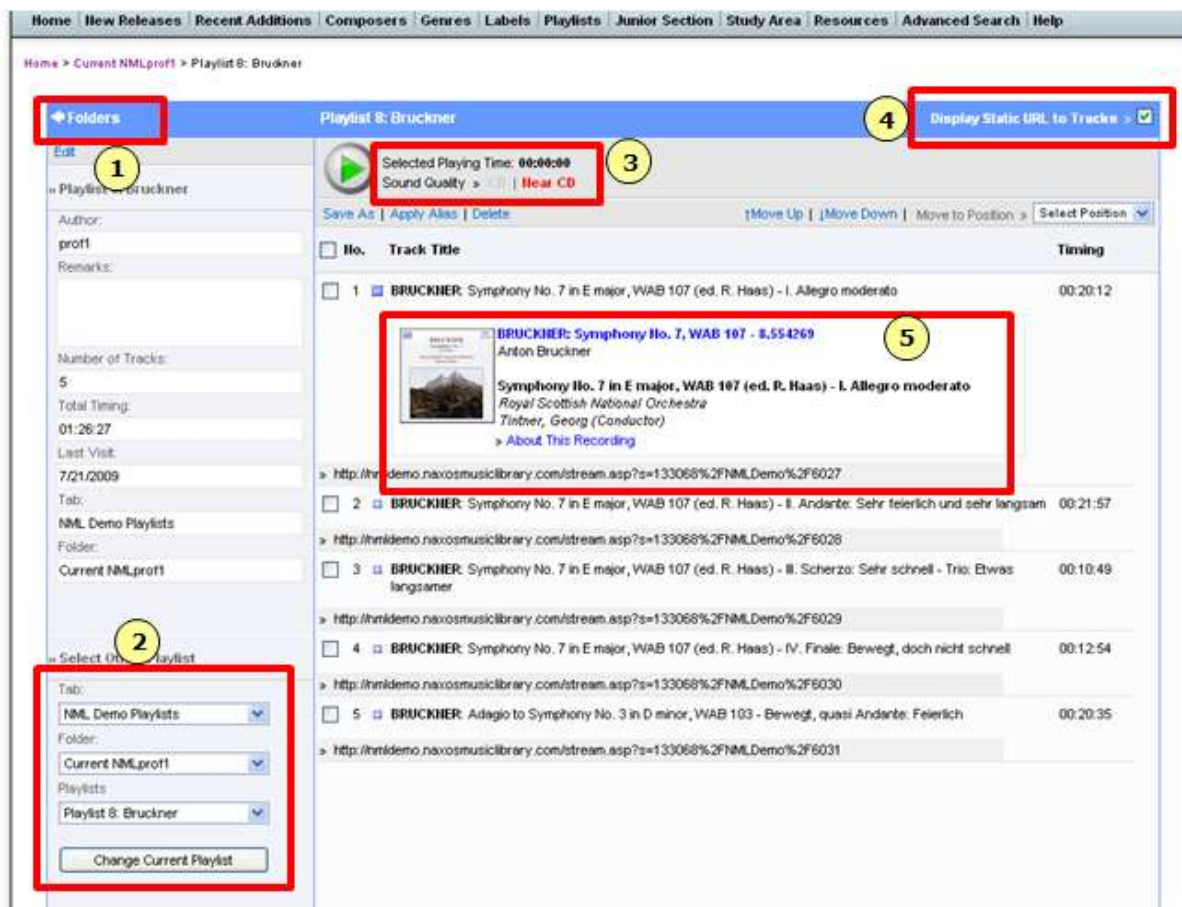
This is not available in Students – My Playlist function.

6. Click on **Select All** to select all playlist.
7. Click on column header to sort.
8. The **Exclamation point** indicates that a playlist has more than 60 tracks or total playing time exceeds 4 hrs.
9. The **lock icon** indicates that you need password to access the folder.

Note:

Please refer to "To Create Folders" section for instructions on how to secure or lock your folders.

• Tracks View



The screenshot shows the 'Tracks View' of a playlist titled 'Playlist 8: Bruckner'. The interface includes a top navigation bar with links like Home, New Releases, Recent Additions, Composers, Genres, Labels, Playlists, Junior Section, Study Area, Resources, Advanced Search, and Help. Below this, a breadcrumb trail reads 'Home > Current NML profile > Playlist 8: Bruckner'.

On the left side, there is a sidebar with a 'Folders' button (1) and a 'Select the playlist' section (2). The 'Select the playlist' section includes dropdown menus for 'Tab' (set to 'NML Demo Playlists'), 'Folder' (set to 'Current NML profile'), and 'Playlists' (set to 'Playlist 8: Bruckner'), along with a 'Change Current Playlist' button.

The main area displays the 'Playlist 8: Bruckner' details. At the top, there is a 'Selected Playing Time: 00:00:00' and 'Sound Quality' set to 'Near CD' (3). Below this, there are buttons for 'Save As', 'Apply Alias', and 'Delete', along with 'Move Up', 'Move Down', 'Move to Position', and 'Select Position' options.

The track list is shown in a table with columns for 'No.', 'Track Title', and 'Timing'. The first track is 'BRUCKNER: Symphony No. 7 in E major, WAB 107 (ed. R. Haas) - I. Allegro moderato' with a timing of 00:20:12. A plus sign (+) next to the track number allows users to view more details (5). The details for the first track show the album cover, the title 'Symphony No. 7 in E major, WAB 107 (ed. R. Haas) - I. Allegro moderato', the conductor 'Royal Scottish National Orchestra', and the conductor 'Tinsner, Georg (Conductor)'. There is also a link 'About This Recording'.

At the top right of the main area, there is a checkbox labeled 'Display Static URL to Tracks' (4), which is currently checked.

1. Click on **Folder** to go back to folder view.
2. Select the tab/folder/playlists to view its track list.
3. View **Total playing time** display. Select **Sound Quality** to CD/Near CD. CD quality is available depending on your NML subscription.
4. Click on **Display Static URL to Tracks** to view static URLs.
5. Click on plus sign, to show link to CD where track was taken from. Also shows track's composer and artist information. About this Recording link may be available.

Students Playlists

- **Enable Student Playlist**

Students can now create their own Playlist on this version. Administrator may turn this function on/off via **Manage Account**.

Note: It may take up to an hour to propagate your account updates in our systems.

Subscriber Profile:	Member Profile:
Name: NML Demo	User Name: NMLadmin
Title:	Password: *****
Contact: NML Demo	Title:
Sound Quality: <input checked="" type="radio"/> Near CD <input type="radio"/> FM	Name: NML Demo
Front page: Recent Additions	Type: Administrator
Phone:	Email: morens.semana@naxos.com
Billing Address:	Expiration: May 31, 2010
Zip:	Return Path:
Country: UNITED STATES	Student Playlists : <input checked="" type="radio"/> Enable <input type="radio"/> Disable 1
Time out: 60 mins (4-240)	Display ClassicsOnline link : <input checked="" type="radio"/> Enable <input type="radio"/> Disable
Language: English	

2 **Save** **Reset** **Usage Statistic** **Close Window**

1. Click on **Student Playlists** and select Enable/Disable accordingly.
2. Click on **Save** to save changes.

Note:

The student can create personal private playlist only. They are not allowed to create public playlists. Their playlist are not accessible by administrators or professors.

Display Static URL is not available in Student-created playlists.

Enable Student Playlists appears only on Naxos Music Library (NML) Manage Account screen. If your institution has Jazz account, it will follow the setting you defined in your NML account. If you have access to Jazz site only, please contact customer.service@naxos.com should you want the Student playlist function be disabled in your Jazz account.

• Student Registration

Students are required to register and verify their email address before they can use the playlist function. To register, click on **Sign-up** from the Playlist screen.



Student / Member Playlists Home | Playlists

Sign up new account Login »

Salutation : Mr. ▼

First Name* : [Your First Name]

Last Name* : [Your Last Name]

Email Address* : [user@domain]

Re-type Email* : [user@domain]

Note: Your email will not be shared or sold to a third party.

Password* : []

Confirm Password* : []

Note* - Required fields

Register New Account Now Clear the Form

1

Student Playlists

Registration completed.
You need to activate your account to create playlist. We have sent you an email containing your account activation link.

Your registered email address: bing.madrid@hotmail.com

Thank you!
Naxos Music Library Team
Please set your email to accept emails from postmaster@naxosmusiclibrary.com.

2

1. Fill-out the **Student Registration** form.
2. Once registration is complete, the student will receive an email from NML. The student must verify account by clicking on the activation link indicated on the email.

Note:

The student is required to activate his account before he can access the playlist function.

Please set emails to accept emails from postmaster@naxosmusiclibrary.com.

The student can only activate account and access playlists via an authorized location of their institutions' NML subdomain.

- **Student Login**

To login, click on **Login** from the Playlist screen.



The image displays two screenshots of the Naxos Music Library Student / Member Playlists interface. The top screenshot shows the 'Playlists Login' form with fields for 'Email Address' and 'Password', and buttons for 'Login Now' and 'Clear the Form'. The bottom screenshot shows the 'Forgot Password?' form with an 'Email Address' field and a 'Submit' button. Numbered callouts 1 through 4 indicate the steps: 1. Enter Email Address, 2. Click Login Now, 3. Click Forgot Password?, 4. Enter Email Address and click Submit.

1. Enter **Email address** used to register the Enter **Password**.
2. Click on **Login Now**.

In case student forgets, password:

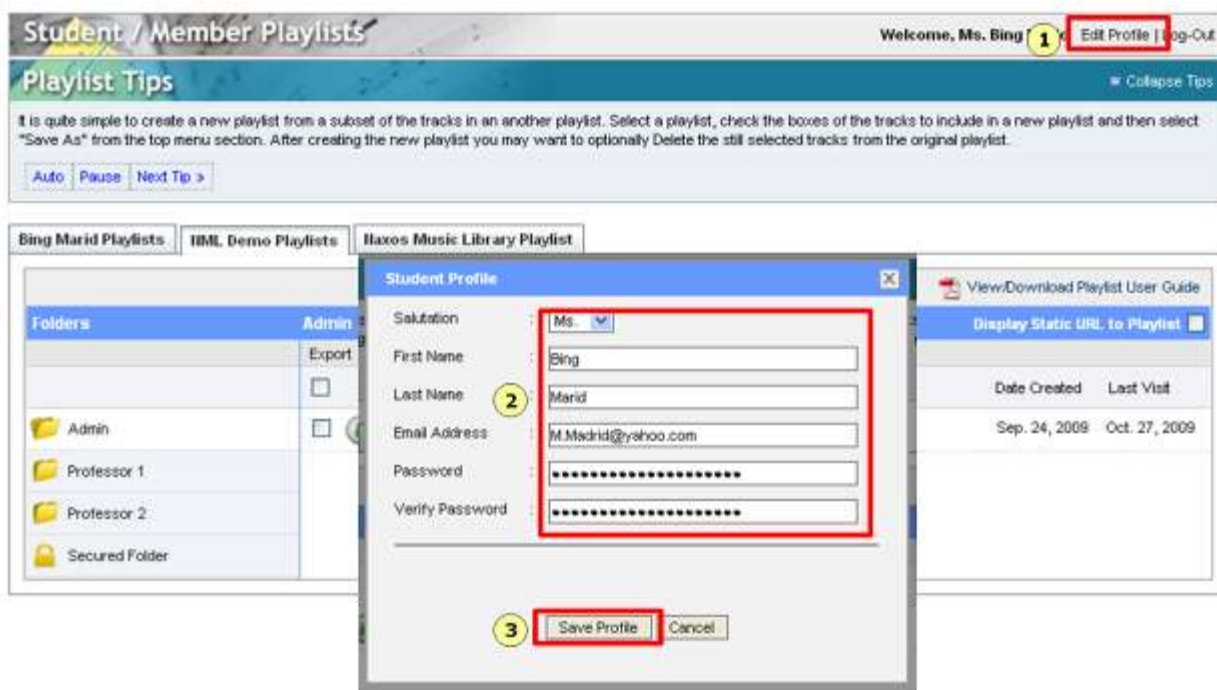
3. Click on **Forgot Password?**.
4. Enter **Email Address** and click on **Submit**. Your password will be sent to the email account entered.

Note:

The student can create their own private playlist after successful login.

- **Edit Student Profile**

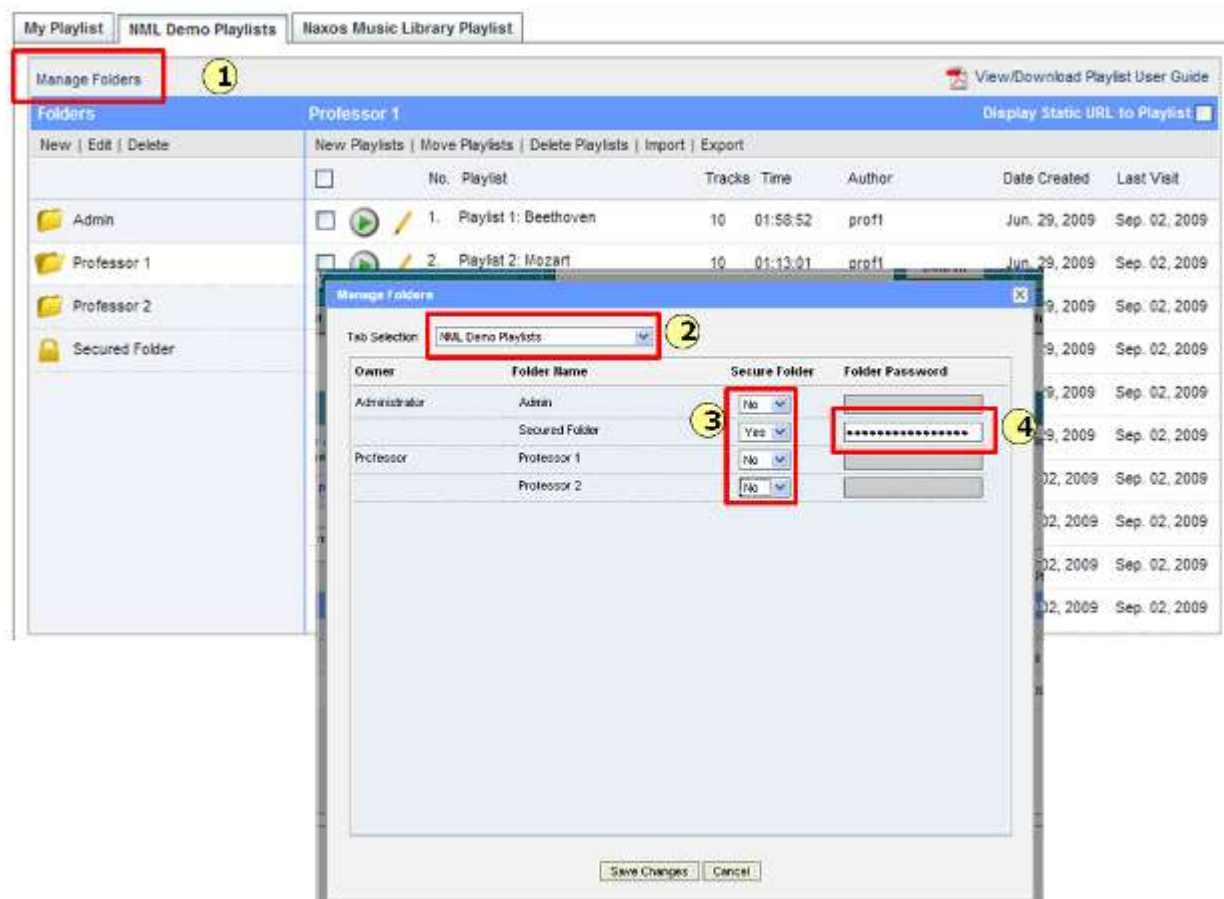
The student may edit profile. This can be done after successful login.



1. Click on **Edit Profile**.
2. Change **details** accordingly.
3. Click on **Update Student Profile**.

Manage Folders

Administrators may secure or remove the security of folders set by users. This includes the playlist created by students.



1. To do this, click on the **Manage Folders**.
2. Select **tab** where the folder is located.
3. Click **Yes** to secure folder or No to remove security.
4. If yes is selected, define **password**.

Note:

Select "Student Playlists" tab to manage folders of students.
Click on "Save Changes" to save edits made per folder.